

**FINANCIAL STATEMENTS AND  
INDEPENDENT AUDITOR'S REPORTS  
DOVER INDEPENDENT SCHOOL DISTRICT  
NO. 2  
KINGFISHER COUNTY, OKLAHOMA  
JUNE 30, 2013**

**DOVER INDEPENDENT SCHOOL DISTRICT NO. 2**  
**KINGFISHER COUNTY, OKLAHOMA**  
**JUNE 30, 2013**

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**DOVER INDEPENDENT SCHOOL DISTRICT NO. 2**  
**KINGFISHER COUNTY, OKLAHOMA**  
**JUNE 30, 2013**

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**DOVER INDEPENDENT SCHOOL DISTRICT NO. 2  
KINGFISHER COUNTY, OKLAHOMA  
SCHOOL DISTRICT OFFICIALS  
JULY 1, 2012 THROUGH JUNE 30, 2013**

**Board of Education**

President	Ricky Turner
Vice-President	Larry Harviston
Clerk	Nathan Guinn
Member	Mike Moeller
Member	Shawn Walker

**School District Treasurer**

Karen Mueggenborg  
Kingfisher County Treasurer

**Superintendent of Schools**

Floyd Kirk



**BRITTON, KUYKENDALL, & MILLER**  
CERTIFIED PUBLIC ACCOUNTANTS

JAMES M. KUYKENDALL  
RICK D. MILLER

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**INDEPENDENT AUDITOR'S REPORT  
ON THE BASIC FINANCIAL STATEMENTS**

The Honorable Board of Education  
Dover Independent School District No. 2  
Dover, Kingfisher County, Oklahoma

***Report on the Financial Statements***

We have audited the accompanying fund type and account group financial statements of Dover Independent School District No. 2, Oklahoma, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise Dover Independent School District No. 2, Oklahoma's basic financial statements as listed in the table of contents.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the accounting and financial reporting regulations prescribed or permitted by the Oklahoma State Department of Education as described in Note 1. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness

of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

***Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles***

As discussed in Note 1, Dover Independent School District No. 2, Oklahoma, prepares its financial statements in conformity with the accounting and financial reporting regulations prescribed or permitted by the Oklahoma State Department of Education, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The differences between the regulatory basis of accounting and accounting principles generally accepted in the United States of America are also described in Note 1.

As discussed in Note 1, the financial statements referred to above do not include the general fixed asset account group. The amount that should be recorded in the general fixed asset account group is not known.

The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

***Adverse Opinion on U.S. Generally Accepted Accounting Principles***

In our opinion, because of the School's policy to prepare its financial statements on the basis of accounting discussed in the Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles paragraphs, the financial statements referred to above do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of Dover Independent School District No. 2, Oklahoma, as of June 30, 2013, or the results of its operations for the year then ended.

***Opinion on Regulatory Basis of Accounting***

However, in our opinion, except for the omission of the general fixed asset account group as discussed in the Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles paragraphs, the financial statements referred to above present fairly, in all material respects, the cash and unencumbered cash balances arising from regulatory basis transactions of each fund type and account group of Dover Independent School District No. 2, Oklahoma, as of June 30, 2013, and the revenues it received and expenditures it paid for the year then ended, on the regulatory basis of accounting described in Note 1.

### *Other Matters*

Our audit was conducted for the purpose of forming an opinion on the fund type and account group financial statements that collectively comprise Dover Independent School District No. 2, Oklahoma's basic financial statements. The accompanying Combining Financial Statements and Schedule of Expenditures of Federal Awards as listed in the accompanying Table of Contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Combining Financial Statements and the Schedule of Expenditures of Federal Awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the fund type and account group financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, except for the financial statements being prepared in compliance with the regulatory basis as prescribed by the Oklahoma State Department of Education as discussed in Note 1, such information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### *Other Reporting Required by Government Auditing Standards*

In accordance with Government Auditing Standards, we have also issued our report dated December 3, 2013, on our consideration of Dover Independent School District No. 2, Oklahoma's, internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering Dover Independent School District No. 2, Oklahoma's internal control over financial reporting and compliance.

*Britton, Kuykendall & Miller*

BRITTON, KUYKENDALL & MILLER  
Certified Public Accountants

Weatherford, Oklahoma  
December 3, 2013

**COMBINED FINANCIAL STATEMENTS**  
**OF**  
**DOVER INDEPENDENT SCHOOL DISTRICT NO. 2**  
**KINGFISHER COUNTY, OKLAHOMA**



DOVER INDEPENDENT SCHOOL DISTRICT NO. 2  
KINGFISHER COUNTY, OKLAHOMA  
COMBINED BALANCE SHEET  
ALL FUND TYPES AND ACCOUNT GROUPS - REGULATORY BASIS  
JUNE 30, 2013

	Governmental Fund Types			
	General	Special Revenue	Debt Service	Capital Projects
<u>ASSETS</u>				
Cash and Investments	\$ 194,104.85	\$ 33,518.75	\$ 155,452.78	\$ 23,332.62
Amount available in debt service fund	0.00	0.00	0.00	0.00
Amount to be provided for retirement of general long-term debt	0.00	0.00	0.00	0.00
Total Assets	<u>\$ 194,104.85</u>	<u>\$ 33,518.75</u>	<u>\$ 155,452.78</u>	<u>\$ 23,332.62</u>
<u>LIABILITIES AND FUND BALANCE</u>				
Liabilities:				
Warrants payable	\$ 95,187.38	\$ 3,875.36	\$ 0.00	\$ 0.00
Encumbrances	19,582.55	3,871.33	0.00	0.00
Due to others	0.00	0.00	0.00	0.00
General obligation bonds payable	0.00	0.00	0.00	0.00
Capital lease payable	0.00	0.00	0.00	0.00
Interest Payable	0.00	0.00	0.00	0.00
Judgment Payable	0.00	0.00	0.00	0.00
Total Liabilities	<u>114,769.93</u>	<u>7,746.69</u>	<u>0.00</u>	<u>0.00</u>
Fund Equity:				
Unreserved:				
Designated for capital projects	0.00	0.00	0.00	23,332.62
Designated for debt service	0.00	0.00	155,452.78	0.00
Undesignated	79,334.92	25,772.06	0.00	0.00
Total fund balances	<u>79,334.92</u>	<u>25,772.06</u>	<u>155,452.78</u>	<u>23,332.62</u>
Total Liabilities and Fund Balances	<u>\$ 194,104.85</u>	<u>\$ 33,518.75</u>	<u>\$ 155,452.78</u>	<u>\$ 23,332.62</u>

The notes to the financial statements are an integral part of this statement.

## Schedule 1-00

<u>Fiduciary Fund Types</u>	<u>Account Group</u>	<u>Total (Memorandum Only - Note 1) 2013</u>
<u>Trust and Agency</u>	<u>General Long- Term Debt</u>	
\$ 33,396.39	\$ 0.00	\$ 439,805.39
0.00	155,452.78	155,452.78
<u>0.00</u>	<u>514,547.22</u>	<u>514,547.22</u>
<u>\$ 33,396.39</u>	<u>\$ 670,000.00</u>	<u>\$ 1,109,805.39</u>

\$ 0.00	\$ 0.00	\$ 99,062.74
0.00	0.00	23,453.88
33,396.39	0.00	33,396.39
0.00	670,000.00	670,000.00
0.00	0.00	0.00
0.00	0.00	0.00
<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>33,396.39</u>	<u>670,000.00</u>	<u>825,913.01</u>

0.00	0.00	23,332.62
0.00	0.00	155,452.78
<u>0.00</u>	<u>0.00</u>	<u>105,106.98</u>
<u>0.00</u>	<u>0.00</u>	<u>283,892.38</u>
<u>\$ 33,396.39</u>	<u>\$ 670,000.00</u>	<u>\$ 1,109,805.39</u>

DOVER INDEPENDENT SCHOOL DISTRICT NO. 2  
KINGFISHER COUNTY, OKLAHOMA  
COMBINED STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES - REGULATORY BASIS -  
ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED JUNE 30, 2013

	Governmental Fund Types				Total (Memorandum Only - Note 1) 2013
	General	Special Revenue	Debt Service	Capital Projects	
Revenues:					
Local sources	\$ 348,370.77	\$ 62,788.53	\$ 160,966.27	\$ 0.00	\$ 572,125.57
Intermediate sources	52,758.79	0.00	0.00	0.00	52,758.79
State sources	974,332.28	13,482.55	16.05	0.00	987,830.88
Federal Sources	149,890.12	93,867.17	0.00	0.00	243,757.29
Total Revenues Collected	1,525,351.96	170,138.25	160,982.32	0.00	1,856,472.53
Expenditures:					
Instruction	900,699.12	0.00	0.00	0.00	900,699.12
Support services	449,881.00	54,218.58	0.00	0.00	504,099.58
Non - Instructional services	327,941.88	123,554.17	0.00	0.00	451,496.05
Capital outlay	0.00	0.00	0.00	150.00	150.00
Other outlays	9,067.91	0.00	0.00	0.00	9,067.91
Debt service:					
Principal retirement	0.00	0.00	0.00	0.00	0.00
Interest and fiscal agent charges	0.00	0.00	13,481.25	0.00	13,481.25
Judgments paid	0.00	0.00	0.00	0.00	0.00
Total Expenditures	1,687,589.91	177,772.75	13,481.25	150.00	1,878,993.91
Excess of revenue over (under) expenditures	(162,237.95)	(7,634.50)	147,501.07	(150.00)	(22,521.38)
Adjustments to prior year encumbrances	483.89	0.00	0.00	0.00	483.89
Other financing sources (uses):					
Bond sale proceeds	0.00	0.00	0.00	0.00	0.00
Excess of revenues and other sources over (under) expenditures and other uses	(161,754.06)	(7,634.50)	147,501.07	(150.00)	(22,037.49)
Beginning fund balance	241,088.98	33,406.56	7,951.71	23,482.62	305,929.87
Ending fund balance	\$ 79,334.92	\$ 25,772.06	\$ 155,452.78	\$ 23,332.62	\$ 283,892.38

DOVER INDEPENDENT SCHOOL DISTRICT NO. 2  
KINGFISHER COUNTY, OKLAHOMA  
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND  
BALANCES - BUDGET AND ACTUAL - REGULATORY BASIS  
BUDGETED GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED JUNE 30, 2013

	General Fund		
	Original Budget	Final Budget	Actual
Beginning fund balances, budgetary basis	\$ 241,088.98	\$ 241,088.98	\$ 241,088.98
Revenues:			
Local sources	305,515.97	305,515.97	348,370.77
Intermediate sources	50,631.54	50,631.54	52,758.79
State sources	956,475.88	956,475.88	974,332.28
Federal sources	146,903.31	146,903.31	149,890.12
Total Revenue, budgetary basis	<u>1,459,526.70</u>	<u>1,459,526.70</u>	<u>1,525,351.96</u>
Expenditures:			
Instruction	910,315.24	910,315.24	900,699.12
Support services	727,488.91	727,488.91	449,881.00
Non - Instructional services	61,967.03	61,967.03	327,941.88
Capital Outlay	0.00	0.00	0.00
Other Outlays	844.50	844.50	9,067.91
Debt Service:			
Principal retirement	0.00	0.00	0.00
Interest and fiscal agent charges	0.00	0.00	0.00
Judgments paid	0.00	0.00	0.00
Total Expenditures, budgetary basis	<u>1,700,615.68</u>	<u>1,700,615.68</u>	<u>1,687,589.91</u>
Excess of revenue and beginning fund balances over (under) expenditures - budgetary basis	0.00	0.00	78,851.03
Other financing sources (uses):			
Bond sale proceeds	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Excess of revenues and other sources over (under) expenditures and other uses	0.00	0.00	78,851.03
Adjustments to prior year encumbrances	<u>0.00</u>	<u>0.00</u>	<u>483.89</u>
Ending fund balances	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 79,334.92</u>

The notes to the financial statements are an integral part of this statement.

Special Revenue Funds			Debt Service Fund		
Original Budget	Final Budget	Actual	Original Budget	Final Budget	Actual
\$ 33,406.56	\$ 33,406.56	\$ 33,406.56	\$ 7,951.71	\$ 7,951.71	\$ 7,951.71
43,633.01	47,437.77	62,788.53	155,023.29	155,023.29	160,966.27
0.00	0.00	0.00	0.00	0.00	0.00
13,719.14	13,723.87	13,482.55	0.00	0.00	16.05
93,012.17	93,012.17	93,867.17	0.00	0.00	0.00
<u>150,364.32</u>	<u>154,173.81</u>	<u>170,138.25</u>	<u>155,023.29</u>	<u>155,023.29</u>	<u>160,982.32</u>
0.00	0.00	0.00	0.00	0.00	0.00
51,272.95	55,082.44	54,218.58	0.00	0.00	0.00
131,497.93	131,497.93	123,554.17	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
1,000.00	1,000.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	145,000.00	145,000.00	0.00
0.00	0.00	0.00	17,975.00	17,975.00	13,481.25
0.00	0.00	0.00	0.00	0.00	0.00
<u>183,770.88</u>	<u>187,580.37</u>	<u>177,772.75</u>	<u>162,975.00</u>	<u>162,975.00</u>	<u>13,481.25</u>
0.00	0.00	25,772.06	0.00	0.00	155,452.78
<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
0.00	0.00	25,772.06	0.00	0.00	155,452.78
<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 25,772.06</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 155,452.78</u>

**NOTES TO COMBINED FINANCIAL STATEMENTS**

**OF**

**DOVER INDEPENDENT SCHOOL DISTRICT NO. 2**  
**KINGFISHER COUNTY, OKLAHOMA**

**DOVER INDEPENDENT SCHOOL DISTRICT NO. 2**  
**KINGFISHER COUNTY, OKLAHOMA**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2013**

1. **Summary of Significant Accounting Policies**

The basic financial statements of the Dover Independent School District No. 2 (the "District") have been prepared in conformity with another comprehensive basis of accounting as prescribed by the Oklahoma State Department of Education. The more significant of the District's accounting policies are described below.

**A. Reporting Entity**

The District is a corporate body for public purposes created under Title 70 of the Oklahoma Statutes and accordingly is a separate entity for operating and financial reporting purposes. The District is part of the public school system of Oklahoma under the general direction and control of the State Board of Education and is financially dependent on state of Oklahoma support. The general operating authority for the public school system is the Oklahoma School Code contained in Title 70, Oklahoma Statutes.

The governing body of the District is the Board of Education composed of five elected members. The appointed superintendent is the executive officer of the District.

In evaluating how to define the district, for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria established by the Governmental Accounting Standards Board (GASB). The basic -- but not the only -- criterion for including a potential component unit within the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations, and accountability for fiscal matters. A second criterion used in evaluating potential component units is the scope of public service. Application of this criterion involves considering whether the activity benefits the District and/or its citizens, or whether the activity is conducted within the geographic boundaries of the District and is generally available to its patrons. A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the District is able to exercise oversight responsibilities. Based upon the application of these criteria, there are no potential component units included in the District's reporting entity.

**DOVER INDEPENDENT SCHOOL DISTRICT NO. 2**  
**KINGFISHER COUNTY, OKLAHOMA**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2013**

**Summary of Significant Accounting Policies, (Continued)**

**Reporting Entity, (Continued)**

The School Education Foundation is not included in the reporting entity. The District does not appoint any of the board members or exercise any oversight authority over the Foundation.

**B. Fund Accounting**

The District uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain district functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Funds are classified into three categories: governmental, proprietary and fiduciary. Each category, in turn, is divided into separate "fund types."

**Governmental Fund Types**

Governmental funds are used to account for all or most of a government's general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general fixed assets (capital projects funds), and the servicing of general long-term debt (debt service funds).

**General Fund** - The general fund is used to account for all financial transactions except those required to be accounted for in another fund. Major revenue sources include state and local property taxes and state funding under the Foundation and Incentive Aid Program. Expenditures include all costs associated with the daily operations of the schools except for programs funded for building repairs and maintenance, school construction and debt service on bonds and other long-term debt. The general fund includes federal and state restricted monies that must be expended for specific programs.

**Special Revenue Fund** - The Special Revenue Fund of the District consists of the Building Fund and the Child Nutrition Fund.



**DOVER INDEPENDENT SCHOOL DISTRICT NO. 2**  
**KINGFISHER COUNTY, OKLAHOMA**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2013**

**Summary of Significant Accounting Policies, (Continued)**

**Fund Accounting, (Continued)**

**Special Revenue Fund, (Continued)**

Building Fund - The Building Fund consists of monies derived from property taxes levied for the purpose of erecting, remodeling, or repairing buildings and for purchasing furniture and equipment.

Child Nutrition Fund - The Child Nutrition Fund consists of monies collected from meals served to students and employees of the district and is expended on food, supplies and salaries. The district also deposits monies received from the National School Lunch and Breakfast programs into this fund.

Debt Service Fund - The Debt Service Fund is the District's Sinking Fund and is used to account for the accumulation of financial resources for the payment of general long-term debt principal, interest and related costs. The primary revenue sources are local property taxes levied specifically for debt service and interest earnings from temporary investments

Capital Projects Fund - The Capital Projects Fund is the District's Bond Fund and is used to account for the proceeds of bond sales to be used exclusively for acquiring schools sites, constructing and equipping new school facilities, renovating existing facilities, and acquiring transportation equipment.

**Fiduciary Fund Types**

Fiduciary funds are used to account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the District. Agency funds generally are used to account for assets that the District holds on behalf of others as their agent and do not involve measurement of results of operations.

Agency Fund - The Agency Fund is the School Activities Fund which is used to account for monies collected principally through fundraising efforts of the students and District-sponsored groups. The administration is responsible, under the authority of the Board, for collecting, disbursing and accounting for these activity funds.

**DOVER INDEPENDENT SCHOOL DISTRICT NO. 2  
KINGFISHER COUNTY, OKLAHOMA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2013**

**Summary of Significant Accounting Policies, (Continued)**

**Fund Accounting, (Continued)**

**Account Groups**

Account groups are not funds and consist of a self-balancing set of accounts used only to establish accounting control over long-term debt and general fixed assets not accounted for in proprietary funds.

**General Long-Term Debt Account Group** - This account group was established to account for all long-term debt of the District, which is offset by the amount available in the debt service fund and the amount to be provided in future years to complete retirement of the debt principal. It is also used to account for liabilities for compensated absences and early retirement incentives which are to be paid from funds provided in future years.

**General Fixed Asset Account Group** - This account group is used to account for property, plant and equipment of the school district. The District has not maintained the cost of fixed assets purchased in previous years. Thus the General Fixed Asset Account Group is not presented.

**Memorandum Only - Total Column**

The total column on the financial statements is captioned "memorandum only" to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position, results of operations or cash flows in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

**C. Basis of Accounting**

The District prepares its financial statements in a presentation format that is prescribed by the Oklahoma State Department of Education. This format is essentially the generally accepted form of presentation used by state and local governments prior to the effective date of GASB Statement No. 34, *Basic Financial Statements - Management's Discussion and Analysis - for State and Local Governments*. This format differs significantly from that required by GASB Statement No. 34.

**DOVER INDEPENDENT SCHOOL DISTRICT NO. 2  
KINGFISHER COUNTY, OKLAHOMA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2013**

**Summary of Significant Accounting Policies, (Continued)**

**Basis of Accounting, (Continued)**

The basic financial statements are essentially prepared on a basis of cash receipts and disbursements modified as required by the regulations of the Oklahoma State Department of Education as follows:

- Encumbrances represented by purchase orders, contracts and other commitments for the expenditure of monies are recorded as expenditures when approved.
- Investments are recorded as assets when purchased.
- Warrants payable are recorded as liabilities when issued.
- Long-term debt is recorded when incurred.

This regulatory basis of accounting differs from accounting principles generally accepted in the United States of America, which require revenues to be recognized when they become available and measurable, or when they are earned, and expenditures or expenses to be recognized when the related liabilities are incurred for governmental fund types.

**D. Budgets and Budgetary Accounting**

The District is required by state law to prepare an annual budget. A preliminary budget must be submitted to the Board of Education by December 31 for the fiscal year beginning the following July 1. If the preliminary budget requires an additional levy, the District must hold an election on the first Tuesday in February to approve the levy. If the preliminary budget does not require an additional levy, it becomes the legal budget. If an election is held and the taxes are approved, then the preliminary budget becomes the legal budget. If voters reject the additional taxes, the District must adopt a budget within the approved tax rate.

The District may upon approval by a majority of the electors of the District voting on the question make the ad valorem levy, emergency levy and local support levy permanent.

Under current Oklahoma Statutes, a formal budget is required for all funds except for agency funds. Budgets are presented for all funds that include the originally approved budgeted appropriations for expenditures and final budgeted appropriations as adjusted for supplemental appropriations and approved transfers between budget categories.

**DOVER INDEPENDENT SCHOOL DISTRICT NO. 2**  
**KINGFISHER COUNTY, OKLAHOMA**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2013**

**Summary of Significant Accounting Policies, (Continued)**

**E. Assets, Liabilities and Fund Equity**

**Cash and Cash Equivalents** - For purposes of the statement of cash flows, the District considers all cash on hand, demand deposits and highly liquid investments, with an original maturity of three months or less when purchased, to be cash and cash equivalents.

**Investments** - Investments consist of direct obligations of the United States Government and Agencies or certificates of deposit with maturities greater than three months when purchased. All investments are recorded at cost, which approximates market value.

**Property Tax Revenues** - The District is authorized by state law to levy property taxes which consist of ad valorem taxes on real and personal property within the District. The County Assessor, upon receipt of the certification of tax levies from the county excise board, extends the tax levies on the tax roll for submission to the county treasurer prior to October 1. The county treasurer must commence tax collection within fifteen days of receipt of the tax rolls. The first half of taxes is due prior to January 1. The second half is due prior to April 1.

If the first payment is not made timely, the entire tax becomes due and payable on January 2. Second half taxes become delinquent on April 1 of the year following the year of assessment. If not paid by the following October 1, the property is offered for sale for the amount of taxes due. The owner has two years to redeem the property by paying the taxes and penalty owed. If, at the end of two years, the owner has not done so, the purchaser is issued a deed to the property.

**Inventories** - The value of consumable inventories at June 30, 2013 is not material to the basic financial statements.

**Fixed Assets and Property, Plant and Equipment** - The General Fixed Asset Account Group is not presented.

**Compensated Absences** - The school does not calculate a dollar value of compensated absences. Thus, compensated absences have not been presented.

**Cash Fund Balance** - Cash fund balance represents the funds not encumbered by purchase order, legal contracts, and outstanding warrants.

**DOVER INDEPENDENT SCHOOL DISTRICT NO. 2**  
**KINGFISHER COUNTY, OKLAHOMA**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2013**

**Summary of Significant Accounting Policies, (Continued)**

**F. Revenue, Expenses and Expenditures**

**State Revenues** - Revenues from state sources for current operations are primarily governed by the state aid formula under the provisions of Article XVIII, Title 70, Oklahoma Statutes. The State Board of Education administers the allocation of state aid funds to school districts based on information accumulated from the districts.

After review and verification of reports and supporting documentation, the State Department of Education may adjust subsequent fiscal period allocations of money for prior year errors disclosed by review. Normally, such adjustments are treated as reductions or additions of revenue of the year when the adjustment is made.

The District receives revenue from the state to administer certain categorical educational programs. State Board of Education rules require that revenue earmarked for these programs be expended only for the program for which the money is provided and require that the money not expended as of the close of the fiscal year be carried forward into the following year to be expended for the same categorical programs. The State Department of Education requires that categorical, educational program revenues be accounted for in the general fund.

**Interfund Transactions** - Quasi-external transactions are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund or expenditures/expenses initially made from it that are properly applicable to another fund, are recorded as expenditures/expenses in the fund that is reimbursed.

All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers. Nonrecurring or non-routine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers. There were no operating transfers or residual equity transfers during the fiscal year ended June 30, 2013.

**G. Statement of Cash Flows**

Since the District does not currently have any Proprietary Fund Types, the statement of cash flows has not been presented in the fiscal year 2013 accompanying financial statements.

**DOVER INDEPENDENT SCHOOL DISTRICT NO. 2  
KINGFISHER COUNTY, OKLAHOMA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2013**

**2. Cash and Investments**

The District's investment policies are governed by state statute. Permissible investments include direct obligations of the United States Government and Agencies; certificates of deposit of savings and loan associations, and bank and trust companies; and savings accounts or savings certificates of savings and loan associations, and trust companies. Collateral is required for demand deposits and certificates of deposit for all amounts not covered by federal deposit insurance.

**Deposits** - The District's cash deposits at June 30, 2013, are categorized to give an indication of the level of risk assumed by the District at year end as follows:

**Deposit Categories of Credit Risk**

- (A) Insured or collateralized with securities held by the District or by its agent in the District's name.
- (B) Collateralized with securities held by the pledging financial institution's trust department or agent in the District's name.
- (C) Uncollateralized.

	<u>Category</u>			<u>Bank Balance</u>
	<u>(A)</u>	<u>(B)</u>	<u>(C)</u>	
Cash	\$ 439,805.39	\$ 0.00	\$ 0.00	\$ 439,805.39
Investments	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Totals	<u>\$ 439,805.39</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 439,805.39</u>

**Investments** - Investments consist of certificates of deposit or direct obligations of the United States Government and Agencies at June 30, 2013, and are categorized to give an indication of the level of risk assumed by the District.

**DOVER INDEPENDENT SCHOOL DISTRICT NO. 2**  
**KINGFISHER COUNTY, OKLAHOMA**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2013**

**3. General Long-Term Debt**

State Statutes prohibit the District from becoming indebted in an amount exceeding the revenue to be received for any fiscal year without approval by the District's voters. Bond issues have been approved by the voters and issued by the District for various capital improvements. These bonds are required to be fully paid serially within 25 years from the date of issue.

General long-term debt of the District consists of bonds payable. Obligations for capital leases, compensated absences, and early retirement incentives have not been presented. Debt service requirements for bonds payable are solely from fund balance and future revenues of the Debt Service Fund.

The following is a summary of the long-term debt transactions of the District for the year ended June 30, 2013:

	<u>Bonds Payable</u>
Balance 7-1-12	\$ 670,000.00
Additions	0.00
Retirements	<u>0.00</u>
Balance 6-30-13	<u><u>\$ 670,000.00</u></u>

A brief description of the outstanding bond issues at June 30, 2013 is set forth below:

	<u>Maturity Date</u>	<u>Amount Issued</u>	<u>Amount Outstanding</u>
Combined Bond '11	08-01-16	\$ <u>670,000.00</u>	\$ <u>670,000.00</u>
		<u><u>\$ 670,000.00</u></u>	<u><u>\$ 670,000.00</u></u>

**DOVER INDEPENDENT SCHOOL DISTRICT NO. 2**  
**KINGFISHER COUNTY, OKLAHOMA**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2013**

**General Long-Term Debt, (Continued)**

Presented below is a summary of debt service requirements for the remaining life of the bond:

Year Ending June 30	Principal	Interest Rate	Interest	Total
2014	\$ 145,000.00	1.25%	\$ 8,081.25	\$ 153,081.25
2015	175,000.00	1.25%	6,081.25	181,081.25
2016	175,000.00	1.30%	3,850.00	178,850.00
2017	<u>175,000.00</u>	1.55%	<u>1,356.25</u>	<u>176,356.25</u>
	<u>\$ 670,000.00</u>		<u>\$ 19,368.75</u>	<u>\$ 689,368.75</u>

Interest expense on general long-term debt incurred during the current year totaled \$13,481.25.

**4. Employee Retirement System**

The District participates in the state-administered Oklahoma Teachers' Retirement System (the "System"), which is a cost-sharing, multiple-employer public employee retirement system (PERS). Under the System, contributions are made by the District, the State of Oklahoma, and the participating employees. Participation is required for all teachers and other certified employees and is optional for all other regular employees of public educational institutions who work at least 20 hours per week. A participant's date of membership is the date the first contribution is made to the System. The System is administered by a board of trustees which acts as a fiduciary for investing the funds and governing the administration of the System. The District has no responsibility or authority for the operation and administration of the System nor has it any liability, except for the current contribution requirements.

A participant with five years of creditable service may retire with a normal retirement allowance at the age of sixty-two or with reduced benefits as early as age fifty-five. The normal retirement allowance paid monthly for life and then to beneficiaries, if certain options are exercised, equals two percent of the average of the highest three earning years of contributory service multiplied by the number of years of credited service.



**DOVER INDEPENDENT SCHOOL DISTRICT NO. 2**  
**KINGFISHER COUNTY, OKLAHOMA**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2013**

**Employee Retirement System, (Continued)**

A participant leaving employment before attaining retirement age, but completing ten years of service, may elect to vest his accumulated contributions and defer receipt of a retirement annuity until a later date. When a participant dies in active service and has completed ten years of credited service, the beneficiary is entitled to a death benefit.

If the beneficiary is a surviving spouse, the surviving spouse may, in lieu of the death benefit, elect to receive, subject to the surviving spousal options, the participant's retirement benefits accrued at the time of death.

The contribution rates for the Districts, which are not actuarially determined, and its employees are established by statute and applied to the employee's earnings, plus employer-paid fringe benefits. The District is required by statute to contribute 9.5% of applicable compensation effective July 1, 2010 and thereafter. The District is allowed by the Oklahoma Teacher's Retirement System to make the required contributions on behalf of the participating members. The required contribution for participating members is 7.0% of each member's total compensation.

For the year ended June 30, 2013, the total compensation covered by the Teacher Retirement System was \$1,057,866.87. The District's contributions to the System for the years ending June 30, 2013, 2012, and 2011 were \$99,078.86, \$90,039.84, and \$98,262.33, respectively.

The pension benefit obligation is a standardized disclosure measure of the present value of pension benefits. This pension valuation method reflects the present value of estimated pension benefits that will be paid in future years as a result of employee services performed to date and is adjusted for the effect of projected salary increases. There are no actuarial valuations performed on individual school districts. The non-funded pension benefit obligation of the System, as determined as part of the latest actuarial valuation dated June 30, 2012, is as follows:

Total Pension Benefit Obligation	\$18,588,042,438
Actuarial Value of Assets	<u>10,190,480,780</u>
Unfunded Actuarial Accrued Liability	<u>\$ 8,397,561,658</u>

The System's accounting records are maintained on the cash basis of accounting, except for accruals of interest income.

**DOVER INDEPENDENT SCHOOL DISTRICT NO. 2  
KINGFISHER COUNTY, OKLAHOMA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2013**

**Employee Retirement System, (Continued)**

Ten year historical trend information is presented in the Teacher's Retirement System of Oklahoma Annual Report for the year ended June 30, 2012. This information is useful in assessing the pension plan's accumulation of sufficient assets to pay pension benefits as they become due. The Oklahoma Teachers' Retirement System issues a publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Oklahoma Teachers' Retirement System, P.O. Box 53524, Oklahoma City, OK 73152 or by calling (405) 521-2387.

5. **Health Care Coverage**

During the year ended June 30, 2013, employees of the Dover Independent School District No. 2, Oklahoma, were covered by a health insurance plan (the plan). The teachers and support personnel may elect to be covered by the plan. The plan was authorized by House Bill 1731, 1988 Oklahoma Legislature (74 O.S. 1988, Supp. Section 1301-1322) with the Oklahoma State and Education Employers Group Insurance Board.

6. **Investment Income**

Investment income deposits are receipted as allocated by the Treasurer. School District Funds held by the Treasurer are required to be invested in accordance with Title 70 of the Oklahoma Statutes. Interest income on cash funds totaled \$113.75.

7. **Contingencies**

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time, although the District expects such amounts, if any, to be immaterial.

**DOVER INDEPENDENT SCHOOL DISTRICT NO. 2**  
**KINGFISHER COUNTY, OKLAHOMA**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2013**

**8. Risk Management**

The District is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets, errors and omissions, injuries to employees, employees' health and life, and natural disasters. The District manages these various risks of loss through the purchase of commercial insurance. Management believes such coverage is sufficient to preclude any significant uninsured losses to the District. Settled claims have not exceeded this insurance coverage in any of the past three fiscal years.

**9. Surety Bonds**

The District has a public employee position bond covering the Lunchroom Attendant for \$5,000.00, the Encumbrance Clerk for \$5,000.00, the Activity Fund Clerk for \$5,000.00, the Principal for \$5,000.00, the Minutes Clerk for \$5,000.00 and the Superintendent for \$100,000.00. The bond is written by Western Surety Company, bond number 18169306, for the penal sum of \$125,000.00 for the term of November 11, 2011 to November 11, 2012 and November 11, 2012 to November 11, 2013.

**10. Subsequent Events**

Management has evaluated subsequent events through December 3, 2013, which is the date the financial statements were available to be issued and have determined that no additional information needs to be added to the financial statements.

**SUPPORTING SCHEDULES**  
**OF**  
**DOVER INDEPENDENT SCHOOL DISTRICT NO. 2**  
**KINGFISHER COUNTY, OKLAHOMA**

**COMBINING FINANCIAL STATEMENTS**  
**OF**  
**DOVER INDEPENDENT SCHOOL DISTRICT NO. 2**  
**KINGFISHER COUNTY, OKLAHOMA**

DOVER INDEPENDENT SCHOOL DISTRICT NO. 2  
KINGFISHER COUNTY, OKLAHOMA  
COMBINING STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCES  
- REGULATORY BASIS - ALL SPECIAL REVENUE FUNDS  
JUNE 30, 2013

	<u>Building Fund</u>	<u>Child Nutrition Fund</u>	<u>Totals 2013</u>
<u>ASSETS</u>			
Cash and Investments	\$ 3,889.15	\$ 29,629.60	\$ 33,518.75
Total Assets	\$ <u>3,889.15</u>	\$ <u>29,629.60</u>	\$ <u>33,518.75</u>
<u>LIABILITIES AND FUND BALANCES</u>			
Liabilities:			
Warrants payable	\$ 0.00	\$ 3,875.36	\$ 3,875.36
Encumbrances	<u>3,871.33</u>	<u>0.00</u>	<u>3,871.33</u>
Total Liabilities	<u>3,871.33</u>	<u>3,875.36</u>	<u>7,746.69</u>
 Total fund balances	 <u>17.82</u>	 <u>25,754.24</u>	 <u>25,772.06</u>
Total Liabilities and Fund Balances	\$ <u>3,889.15</u>	\$ <u>29,629.60</u>	\$ <u>33,518.75</u>

DOVER INDEPENDENT SCHOOL DISTRICT NO. 2  
KINGFISHER COUNTY, OKLAHOMA  
COMBINING STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES - REGULATORY BASIS -  
ALL SPECIAL REVENUE FUNDS  
FOR THE YEAR ENDED JUNE 30, 2013

	Building Fund	Child Nutrition Fund	Totals 2013
Revenues:			
Local sources	\$ 47,449.87	\$ 15,338.66	\$ 62,788.53
Intermediate sources	0.00	0.00	0.00
State sources	4.73	13,477.82	13,482.55
Federal Sources	0.00	93,867.17	93,867.17
	<u>47,454.60</u>	<u>122,683.65</u>	<u>170,138.25</u>
Total Revenues Collected			
Expenditures:			
Instruction	0.00	0.00	0.00
Support services	54,218.58	0.00	54,218.58
Non - Instructional services	0.00	123,554.17	123,554.17
Capital Outlay	0.00	0.00	0.00
Other Outlays	0.00	0.00	0.00
	<u>54,218.58</u>	<u>123,554.17</u>	<u>177,772.75</u>
Total Expenditures			
Excess of revenue over (under) expenditures	(6,763.98)	(870.52)	(7,634.50)
Adjustments to prior year encumbrances	0.00	0.00	0.00
Excess of revenue and other sources over (under) expenditures and other uses	(6,763.98)	(870.52)	(7,634.50)
Beginning fund balance	6,781.80	26,624.76	33,406.56
Ending fund balance	<u>\$ 17.82</u>	<u>\$ 25,754.24</u>	<u>\$ 25,772.06</u>

DOVER INDEPENDENT SCHOOL DISTRICT NO. 2  
KINGFISHER COUNTY, OKLAHOMA  
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND  
BALANCES - BUDGET AND ACTUAL - REGULATORY BASIS  
ALL SPECIAL REVENUE FUNDS  
FOR THE YEAR ENDED JUNE 30, 2013

	Building Fund			Child Nutrition Fund		
	Original Budget	Final Budget	Actual	Original Budget	Final Budget	Actual
Beginning fund balances, budgetary basis	\$ 6,781.80	\$ 6,781.80	\$ 6,781.80	\$ 26,624.76	\$ 26,624.76	\$ 26,624.76
Revenues:						
Local sources	43,633.01	47,437.77	47,449.87	0.00	0.00	15,338.66
Intermediate sources	0.00	0.00	0.00	0.00	0.00	0.00
State sources	0.00	4.73	4.73	13,719.14	13,719.14	13,477.82
Federal sources	0.00	0.00	0.00	93,012.17	93,012.17	93,867.17
Total Revenue, budgetary basis	43,633.01	47,442.50	47,454.60	106,731.31	106,731.31	122,683.65
Expenditures:						
Instruction	0.00	0.00	0.00	0.00	0.00	0.00
Support services	49,912.25	53,721.74	54,218.58	1,360.70	1,360.70	0.00
Non - Instructional services	502.56	502.56	0.00	130,995.37	130,995.37	123,554.17
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
Other Outlays	0.00	0.00	0.00	1,000.00	1,000.00	0.00
Total Expenditures, budgetary basis	50,414.81	54,224.30	54,218.58	133,356.07	133,356.07	123,554.17
Excess of revenue and beginning fund balances over (under) expenditures - budgetary basis	0.00	0.00	17.82	0.00	0.00	25,754.24
Other financing sources (uses):						
Bond sale proceeds	0.00	0.00	0.00	0.00	0.00	0.00
Excess of revenues and other sources over (under) expenditures and other uses	0.00	0.00	17.82	0.00	0.00	25,754.24
Adjustments to prior year encumbrances	0.00	0.00	0.00	0.00	0.00	0.00
Ending fund balances	\$ 0.00	\$ 0.00	\$ 17.82	\$ 0.00	\$ 0.00	\$ 25,754.24



DOVER INDEPENDENT SCHOOL DISTRICT NO. 2  
 KINGFISHER COUNTY, OKLAHOMA  
 COMBINING STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCES  
 - REGULATORY BASIS - ALL CAPITAL PROJECT FUNDS  
 JUNE 30, 2013

	Building Bond Fund	Building Bond Fund	Totals 2013
<u>ASSETS</u>			
Cash and Investments	\$ 100.00	\$ 23,232.62	\$ 23,332.62
Total Assets	\$ 100.00	\$ 23,232.62	\$ 23,332.62
<u>LIABILITIES AND FUND BALANCES</u>			
Liabilities:			
Warrants payable	\$ 0.00	\$ 0.00	\$ 0.00
Encumbrances	0.00	0.00	0.00
Total Liabilities	0.00	0.00	0.00
 Total fund balances	 100.00	 23,232.62	 23,332.62
Total Liabilities and Fund Balances	\$ 100.00	\$ 23,232.62	\$ 23,332.62

DOVER INDEPENDENT SCHOOL DISTRICT NO. 2  
KINGFISHER COUNTY, OKLAHOMA  
COMBINING STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES - REGULATORY BASIS -  
ALL CAPITAL PROJECT FUNDS  
FOR THE YEAR ENDED JUNE 30, 2013

	Building Bond Fund	Building Bond Fund	Totals 2013
Revenues:			
Local sources	\$ 0.00	\$ 0.00	\$ 0.00
Intermediate sources	0.00	0.00	0.00
State sources	0.00	0.00	0.00
Federal Sources	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Revenues Collected	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Expenditures:			
Instruction	0.00	0.00	0.00
Support services	0.00	0.00	0.00
Non - Instructional services	0.00	0.00	0.00
Capital Outlay	0.00	150.00	150.00
Other Outlays	0.00	0.00	0.00
	<u>0.00</u>	<u>150.00</u>	<u>150.00</u>
Total Expenditures	<u>0.00</u>	<u>150.00</u>	<u>150.00</u>
Excess of revenue over (under) expenditures	0.00	(150.00)	(150.00)
Adjustments to prior year encumbrances	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Other financing sources (uses):			
Bond sale proceeds	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Excess of revenue and other sources over (under) expenditures and other uses	0.00	(150.00)	(150.00)
Beginning fund balance	<u>100.00</u>	<u>23,382.62</u>	<u>23,482.62</u>
Ending fund balance	<u>\$ 100.00</u>	<u>\$ 23,232.62</u>	<u>\$ 23,332.62</u>

DOVER INDEPENDENT SCHOOL DISTRICT NO. 2  
 KINGFISHER COUNTY, OKLAHOMA  
 COMBINING STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCES  
 - REGULATORY BASIS - FIDUCIARY FUNDS  
 JUNE 30, 2013

	<u>Agency Fund</u> <u>Activity</u> <u>Fund</u>	<u>Totals</u> <u>2013</u>
<u>ASSETS</u>		
Cash and Investments	\$ 33,396.39	\$ 33,396.39
Total Assets	\$ 33,396.39	\$ 33,396.39
<u>LIABILITIES AND FUND BALANCE</u>		
Liabilities:		
Warrants Payable	\$ 0.00	\$ 0.00
Due to Others	33,396.39	33,396.39
Total Liabilities	33,396.39	33,396.39
 Total fund balances	 0.00	 0.00
Total Liabilities and Fund Balances	\$ 33,396.39	\$ 33,396.39

DOVER INDEPENDENT SCHOOL DISTRICT NO. 2  
KINGFISHER COUNTY, OKLAHOMA  
COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES  
- REGULATORY BASIS -  
ALL AGENCY FUNDS  
July 1, 2012 through June 30, 2013

<u>ASSETS</u>	Beginning Balance As of 7-1-12	Total Receipts	Total Adjustments	Total Disbursements	Ending Balance As of 6-30-13
<u>ACTIVITIES</u>					
Nutrition	\$ 0.00	\$ 16,089.55	\$ 0.00	\$ 15,428.90	\$ 660.65
Sportsmanship	12.93	0.00	0.00	0.00	12.93
Cheerleaders	128.39	0.00	0.00	0.00	128.39
Boys Basketball	3,721.11	6,422.00	0.00	8,116.86	2,026.25
Baseball	1,429.60	21,989.95	0.00	22,055.45	1,364.10
Girls Basketball	3,121.67	8,804.30	0.00	8,718.88	3,207.09
Track/softball./golf	1,017.48	417.00	0.00	1,422.52	11.96
Elementary	2,856.88	13,016.64	0.00	9,610.15	6,263.37
Guardian Angel	176.20	525.00	0.00	168.02	533.18
Music	16.00	0.00	0.00	0.00	16.00
Academic Fund	465.39	593.08	0.00	824.33	234.14
Kingfisher Co. Schoolm	4,048.03	516.30	0.00	335.32	4,229.01
AR Books	1,045.31	0.00	0.00	0.00	1,045.31
S.W.A.T.	28.34	0.00	0.00	0.00	28.34
B.P.A.	512.13	0.00	0.00	232.15	279.98
General Fund Refund	0.00	400.70	0.00	400.70	0.00
FFA	1,828.52	19,433.50	0.00	19,708.93	1,553.09
Drama & Speech	372.93	0.00	0.00	52.00	320.93
Library-H.S.	470.62	3,030.99	0.00	2,746.72	754.89
Miscellaneous	0.00	100.00	0.00	100.00	0.00
Petty Cash	0.00	869.50	0.00	869.50	0.00
Student Council	384.26	2,676.22	0.00	2,926.03	134.45
H.S. Teacher Fund	24.62	1,928.25	0.00	1,105.44	847.43
Interest	47.83	565.61	0.00	430.65	182.79
Science & Engineering	1,281.52	611.30	103.00	1,209.10	786.72
Class of 2012	505.68	0.00	0.00	499.00	6.68
Class of 2013	1,905.36	650.68	0.00	1,962.51	593.53
Class of 2014	195.27	17,212.70	(103.00)	15,574.42	1,730.55
Class of 2015	282.40	385.00	0.00	150.00	517.40
Class of 2016	31.60	0.00	0.00	0.00	31.60
Class of 2018	0.00	87.20	0.00	0.00	87.20
Grants	9,982.95	0.00	0.00	6,894.28	3,088.67
Yearbook	505.03	6,309.06	0.00	4,211.00	2,603.09
Clothes Closet	11.31	0.00	0.00	0.00	11.31
Big Horn/Little Horn	0.00	684.25	0.00	682.60	1.65
Flower Fund	0.00	103.71	0.00	0.00	103.71
<b>TOTAL ASSETS</b>	<b>\$ 36,409.36</b>	<b>\$ 123,422.49</b>	<b>\$ 0.00</b>	<b>\$ 126,435.46</b>	<b>\$ 33,396.39</b>
<u>LIABILITIES</u>					
Due to Student Groups	\$ 36,409.36	\$ 123,422.49	\$ 0.00	\$ 126,435.46	\$ 33,396.39
<b>TOTAL LIABILITIES</b>	<b>\$ 36,409.36</b>	<b>\$ 123,422.49</b>	<b>\$ 0.00</b>	<b>\$ 126,435.46</b>	<b>\$ 33,396.39</b>

**SUPPLEMENTARY INFORMATION**  
**OF**  
**DOVER INDEPENDENT SCHOOL DISTRICT NO. 2**  
**KINGFISHER COUNTY, OKLAHOMA**

DOVER INDEPENDENT SCHOOL DISTRICT NO. 2  
KINGFISHER COUNTY, OKLAHOMA  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2013

Federal Grantor/Pass Through Grantor/Program Title	Federal CFDA Number	Project Reporting Number	Program Approved Amount	Beginning Balance at July 1, 2012	Receipts	Expenditures	Ending Balance at June 30, 2013
<u>U.S. Department of Education - Direct</u>							
Small, Rural School Achievement Program	84.358	588	\$ 20,177.00	\$ 0.00	\$ 20,177.00	\$ 18,385.48	\$ 1,791.52
Title VII - Indian Education	84.060	561	7,738.00	0.00	7,738.00	7,738.00	0.00
<u>Passed Through State Department of Education</u>							
<u>2011-2012 Programs</u>							
Title I - Part A	84.010	511	0.00	(3,970.75)	3,970.75	0.00	0.00
<u>2012-2013 Programs</u>							
Title I - Part A	84.010	511	73,508.19	0.00	51,000.82	56,805.44	(5,804.62)
Title II - Part A	84.367	586	10,272.52	0.00	10,272.52	10,272.52	0.00
IDEA-B Preschool, Aged 3-5	84.173	641	843.80	0.00	0.00	0.00	0.00
IDEA-B Flowthrough	84.027	621	45,978.24	0.00	45,978.24	45,978.24	0.00
Medicaid Resources	93.778	698	10,752.79	0.00	10,752.79	8,223.41	2,529.38
Total U.S. & State Department of Education			169,270.54	(3,970.75)	149,890.12	147,403.09	(1,483.72)
<u>U.S. Department of Agriculture</u>							
<u>Passed Through State Dept. of Education:</u>							
National School Lunch Programs	10.555	763	72,676.12	0.00	72,676.12	72,676.12	0.00
School Breakfast Program	10.553	764	21,191.05	0.00	21,191.05	21,191.05	0.00
Non-Cash Assistance (Commodities):							
National School Lunch Programs - Commodities	10.555	n/a	7,267.89	0.00	7,267.89	7,267.89	0.00
Total USDA			101,135.06	0.00	101,135.06	101,135.06	0.00
TOTAL FEDERAL ASSISTANCE			\$ 270,405.60	\$ (3,970.75)	\$ 251,025.18	\$ 248,538.15	\$ (1,483.72)

Note - The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements. Nonmonetary assistance in the form of commodities is reported in the schedule at the fair market value of the commodities received and disbursed.

**REPORT ON INTERNAL CONTROL AND ON COMPLIANCE**

**OF**

**DOVER INDEPENDENT SCHOOL DISTRICT NO. 2  
KINGFISHER COUNTY, OKLAHOMA**



# BRITTON, KUYKENDALL, & MILLER

CERTIFIED PUBLIC ACCOUNTANTS

JAMES M. KUYKENDALL  
RICK D. MILLER

204 E. FRANKLIN - P.O. BOX 507  
WEATHERFORD, OK 73096  
580-772-3596  
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BRANCH OFFICE:  
106 N. COLLEGE - P.O. BOX 266  
CORDELL, OK 73632  
580-832-5313  
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## INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

The Honorable Board of Education  
Dover Independent School District No. 2  
Dover, Kingfisher County, Oklahoma

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the fund type and account group financial statements of Dover Independent School District No. 2, Oklahoma, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise Dover Independent School District No. 2, Oklahoma's basic financial statements, and have issued our report thereon dated December 3, 2013. As stated in our report, the financial statements were prepared in compliance with the cash basis as prescribed by the Oklahoma State Department of Education, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. In our report, our opinion was qualified because the omission of the General Fixed Assets Account Group results in an incomplete presentation.

### *Internal Control Over Financial Reporting*

In planning and performing our audit of the financial statements, we considered Dover Independent School District No. 2, Oklahoma's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of the entity's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.



Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.


### ***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether Dover Independent School District No. 2, Oklahoma's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* in the United States of America.

However, we noted certain matters that we have reported to the Board of Education and administrative employees of Dover Independent School District No. 2, Oklahoma, in a separate statement of audit comments included with this report.

### ***Purpose of this Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



BRITTON, KUYKENDALL AND MILLER  
Certified Public Accountants

Weatherford, Oklahoma  
December 3, 2013

**DOVER INDEPENDENT SCHOOL DISTRICT NO. 2**  
**KINGFISHER COUNTY, OKLAHOMA**  
**AUDIT COMMENTS**  
**JUNE 30, 2013**

CURRENT YEAR

- 13-1 During our audit of the General Fund and Activity Fund, we noted instances where amounts were paid without having sufficient documentation for the expenditure. Some purchase orders had statements or quotes but no invoice attached. No payments should be made to vendors until all supporting documentation is obtained, which should include the original itemized invoice.
- 13-2 During our audit of the Activity Fund, we noted instances where invoices were not signed to verify receipt of goods or services. The person receiving goods or services should sign the invoice, statement, or delivery ticket to indicate that the goods or services were received and in good condition.
- 13-3 During our audit of the Activity Fund, we noted that money being collected by sponsors was not being forwarded to the Activity Fund custodian on a timely basis. Per Title 70 Section 5-129 of the Oklahoma Statutes, state law requires that sponsors forward their money daily to the Activity Fund custodian.
- 13-4 During our audit of the General Fund, we found instances where consecutively numbered purchase orders were not issued in time/date sequence. Purchase orders should be consecutively numbered and issued in time/date sequence. All purchase orders must be approved by the purchasing agent to allow any purchase to be made or any order placed. Funds are not to be obligated without authorization by the purchasing agent. The person obligating these funds without approval can be held liable to pay for the purchases.
- 13-5 During our audit of the payroll records, we noted instances where the District had not issued 1099's to each person or business (excluding corporations) to whom at least \$600.00 was paid for rents or services in the course of business as required by the Internal Revenue Service.
- 13-6 During our audit of the payroll records, we noted that the most recent Immigration and Naturalization Service Form I-9 was not being used. The most recent form should be completed to comply with law.
- 13-7 During our audit of the federal programs, we noted an instance in project 588 where expenditures claimed for reimbursement had been duplicated. The District should monitor all federal claims filed to ensure there are no duplicate expenditures included on the claim for reimbursement.

**DOVER INDEPENDENT SCHOOL DISTRICT NO. 2**  
**KINGFISHER COUNTY, OKLAHOMA**  
**AUDIT COMMENTS**  
**JUNE 30, 2013**

CURRENT YEAR, (continued)

- 13-8 During our audit of the federal programs, we noted instances where expenses recorded in the accounting system for federal projects did not match the actual claim filed and reimbursed. Expenditures were coded in excess of the amount of federal monies received for projects 511, 586, 588, 621, 641, and 763. Amounts reported in the Oklahoma Cost Accounting System for each federal project must match federal claims filed and revenues received. The District should put controls in place to ensure that OCAS expenditures match federal monies claimed and received.

PRIOR YEAR

- 12-1. During our audit of the General Fund, we noted instances where amounts were paid without having sufficient documentation for the expenditure. Some purchase orders had statements or quotes but no invoice attached. This allowed an overpayment to one company in the amount of \$3,497.60. No payments should be made to vendors until all supporting documentation is obtained, which should include the original itemized invoice.
- 12-2. During our audit, we noted that the updated Oklahoma Cost Accounting System coding in the Child Nutrition Fund was not used at all times. Although the Child Nutrition funds were properly spent, they should have been classified as federal project program expenditures in the District's accounting records. Policies should be implemented to use accurate and updated OCAS coding as set out by the Oklahoma State Department of Education.
- 12-3. During our audit of the General Fund, Building Fund, Child Nutrition Fund, and Activity Fund, we noted instances where invoices were not signed to verify receipt of goods or services. The person receiving goods or services should sign the invoice, statement, or delivery ticket to indicate that the goods or services were received and in good condition.
- 12-4. During our audit of the Activity Fund, we noted that money being collected by sponsors was not being forwarded to the Activity Fund custodian on a timely basis. Per Title 70 Section 5-129 of the Oklahoma Statutes, state law requires that sponsors forward their money daily to the Activity Fund custodian.

**DOVER INDEPENDENT SCHOOL DISTRICT NO. 2**  
**KINGFISHER COUNTY, OKLAHOMA**  
**AUDIT COMMENTS**  
**JUNE 30, 2013**

PRIOR YEAR , (continued)

- 12-5. During our audit of the General Fund, Building Fund and Activity Fund we found instances where consecutively numbered purchase orders were not issued in time/date sequence. Purchase orders should be consecutively numbered and issued in time/date sequence. All purchase orders must be approved by the purchasing agent to allow any purchase to be made or any order placed. Funds are not to be obligated without authorization by the purchasing agent. The person obligating these funds without approval can be held liable to pay for the purchases.
- 12-6. During our audit of the payroll records, we noted instances where the District had not issued 1099's to each person or business (excluding corporations) to whom at least \$600.00 was paid for rents or services in the course of business as required by the Internal Revenue Service.
- 12-7. During our audit of the federal programs, we noted instances where the federal expenditure codes were not being used in the School's accounting system. There should have been federal expenditures coded in the accounting system for Medicaid Resources and there were none. Amounts reported in the Oklahoma Cost Accounting System for each federal project must match what is claimed and reimbursed and school personnel should monitor the revenue and expenditure codes for accuracy.

The District has implemented procedures to correct audit comment number 12-2 of the prior year's Audit Comments. However, there were instances of reoccurrence in the current fiscal year of audit comment numbers 12-1, 12-3, 12-4, 12-5, 12-6 and 12-7.

# *Dover Public Schools*

201 North Taylor • P.O. BOX 195 • (405) 828-4206

DOVER, OKLAHOMA 73734



December 9<sup>th</sup>, 2013

State Department of Education

Audit Section

2500 North Lincoln Blvd.

Oklahoma City, OK 73105

## **Response to Current Year Audit Exceptions and Recommendation**

**(June 30, 2012 – June 30, 2013)**

13-1,2 The Dover School Administration will meet with the staff to reiterate the proper procedure for purchasing and will ensure that no payments are made without all supporting signed documentation. The person who receives the goods or services shall sign the invoice to indicate that the item or service was received and in the proper condition.

13-3 The Dover School Administration will remind sponsors of their responsibility to turn in monies in a timely manner. The recommended procedures will be implemented to insure that all monies collected by sponsors be forwarded to the Activity Fund Custodian on a daily basis.

13-4 The Dover School Administration will ensure that purchase orders are issued in the proper time/date sequence and are approved before purchases are made.

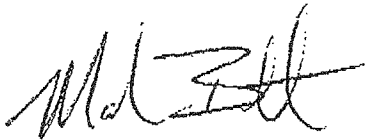
13-5 The Dover School Administration will have W-9's completed by anyone who will require a 1099 and file the 1099 pursuant to IRS code.

13-6 The most recent I-9 form has been downloaded and put in to use.

13-7 A plan has been made based on the advice of the auditors to rectify the 588 claim in FY 14.  
The Dover School Administration will verify that the date ranges for claims do not overlap.

13-8 The Dover School Administration will verify that claims and payments balance and that  
claims and expenditures match for FY 14.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Batt', with a stylized, cursive script.

Mark Batt

Superintendent

# Dover Public Schools

201 North Taylor • P.O. BOX 195 • (405) 828-4206

DOVER, OKLAHOMA 73734



1/07/2013

State Department of Education  
Audit Section  
2500 North Lincoln Blvd.  
Oklahoma City, OK 73105

## Response to Current Year Audit Exceptions and Recommendations (June 30, 2011 to June 30, 2012)

### Specific Administrative Controls Internal Control

#### 12-1 Purchasing Procedures

The Dover Public School Administration will ensure that the correct procedures are followed concerning the following: 1) All supporting documentation will be obtained, which should include the original itemized invoice before payment for any expenditure 2) All purchase orders will have invoices attached to verify the correctness of an order.

#### 12-2 Correct Coding

The Dover Public School Administration will implement policies to use accurate and updated OCAS coding as set out by the Oklahoma State Department of Education.

#### 12-3 Invoices verifying receipts of goods or services

The Dover Public School Administration will implement the recommended procedures to verify receipt of goods or services. The person receiving goods or services should sign the invoice, statement, or delivery ticket to indicate that the goods or services were received and in good condition.

#### **12-4 Activity Fund Procedures**

The Dover Public School Administration will implement the recommended procedures to insure that monies being collected by sponsors be forwarded to the Activity Fund Custodian on a daily basis.

#### **12-5 Receipting Procedures**

The Dover Public School Administration will implement the recommended procedures concerning receipting procedures. In all funds, all purchase orders must be approved before the actual purchase of an item or service in any District fund.

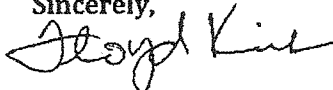
#### **12-6 Payroll**

The Dover Public School Administration will ensure that all 1099's will be issued to each person or business (excluding corporations) to whom at least \$600.00 was paid for rents or services in the course of business as required by the Internal Revenue Service.

#### **12-7 Federal Programs Expenditures**

The Dover Public School Administration will ensure that all equipment purchased with federal funds is properly labeled as required by the federal program guidelines. All equipment purchased with federal funds should be labeled with the name of the federal program and the fiscal year the equipment was purchased.

Sincerely,

A handwritten signature in cursive script, appearing to read "Floyd Kirk".

Floyd Kirk  
Superintendent



**DOVER INDEPENDENT SCHOOL DISTRICT NO. 2  
KINGFISHER COUNTY, OKLAHOMA  
SCHEDULE OF ACCOUNTANTS' PROFESSIONAL  
LIABILITY INSURANCE AFFIDAVIT  
JULY 1, 2012 THROUGH JUNE 30, 2013**

State of Oklahoma     )  
                                      ) ss  
County of Custer     )

The undersigned auditing firm of lawful age, being first duly sworn on oath, says that said firm had in full force and effect Accountants' Professional Liability Insurance in accordance with the "Oklahoma Public School Audit Law" at the time of audit contract and during the entire audit engagement with Dover Independent School District No. 2, Oklahoma, for the audit year 2012-2013.

*Britton, Kuykendall & Miller*

BRITTON, KUYKENDALL & MILLER  
Certified Public Accountants

by *Rick Miller*

Subscribed and sworn to before me this *9<sup>th</sup>* day of *December*, 2013.

*Patty Klein*  
NOTARY PUBLIC

